

DUTY STATEMENT
SENIOR PORTFOLIO MANAGER, INVESTMENT SERVICING
Matt Flynn

Concept of the Position:

Under the direction of the Chief Operating Investment Officer (COIO), the Senior Portfolio Manager, Investment Servicing Division provides leadership and management direction over the Investment Operations, Technology Management, and Portfolio Analytics Units within the Investment Office (INVO), including:

- Managing manages a comprehensive program and control environment to minimize operational risk and support the servicing of CalPERS complex investment portfolio;
- Interacting extensively with the Chief Investment Officer, Senior Investment Officers, CalPERS executive and program staff on a broad array of operational, investment performance, financial reporting and technology-related issues;
- Providing a leadership role in developing overall operating model strategy and implementation; Overseeing the relationship with CalPERS master custodian, investment fund accountant, performance and valuation service providers, as well as technology systems and service vendors;
- Managing internal staff, monitoring and evaluating staff performance.

In all tasks and communications, the incumbent demonstrates CalPERS Core Values, works well as a member of a team, and takes initiative in effectively performing the following functions.

Typical Tasks:

Technology, Data and Vendor Management

- Overseeing investment technology assessment and design;
- Combining leading information management and operational processes, approaches, technologies, and controls to support value and risk management;
- Assessing and designing leading information management and operational processes, approaches, technologies and controls;
- Overseeing organizational and governance models, tools and procedures, security measures;
- Developing appropriate investment technology policies;
- Establishing an investment technology strategy;
- Creating and applying solutions that drive productivity and enable all of INVO to meet its strategic goals;
- Making significant contributions to the overall investment policy decision-making;
- Providing critical policy recommendations and advice to CalPERS Investment and ITSB senior management on investment technology issues;
- Coordinating multiple major initiatives of the technology function, planning and scheduling resources, controlling large-scale diverse work efforts and work force;
- Standardizing technology applications to leverage infrastructure, languages, tools, and common services across program areas;

- Developing and managing a comprehensive vendor management process;
- Building a data management team to consolidate data management within INVO.

Portfolio Analytics

- Overseeing investment performance reporting, analytics and analysis for INVO;
- Managing INVO's pricing and valuation strategies and control processes;
- Chairing the pricing and valuation committee;
- Overseeing daily performance attribution analysis and reconciliations;
- Overseeing daily Net Asset Value reconciliation;
- Developing and lead private asset valuation policies and manage real estate appraisal process;
- Responsible for the Investment Policies for Appraisal of Real Estate Interests and Real Estate Accounting;
- Maintaining portfolio/composite/benchmark structure;
- Developing and maintain control process for portfolio/composite/benchmark modifications;
- Responsible for the Investment Policy for Benchmark Modifications and Benchmark Details;
- Leading the performance calculation and financial statement review process for the Real Estate and ILAC asset classes;
- Managing staff performance compensation calculations, reviews and control process;
- Independently review and approve external investment manager management and performance fee payments;
- Producing Investment Committee, management and regulatory reports.

Investment Operations

- Overseeing the settlement and confirmation process for all internal investment portfolios;
- Analyzing and resolve all failed trades;
- Overseeing the timely and accurate movement of all funds between the custodian, its sub-custodians and global depositories;
Managing the daily cash forecasting and collateral management processes;
- Developing and maintain oversight and controls of INVO's OTC derivative counterparty relationships;
- Ownership of CalPERS ISDA and CSA agreements;
- Overseeing daily position, cash and SMF reconciliations between INVO's Investment Book of Record and the Fund Accounting records;
- Analyzing and resolve all open reconciling items;
- Maintaining and control international market documentation and tax reclaim documents;
- Responsible for the Investment Policies for Custody Management and Plan Level & Asset Class Transition Portfolios manage all aspects of INVO's relationship with the master custodian, fund accountants and performance calculation service provider.